



Mississippi College
A CHRISTIAN UNIVERSITY

-Office of the Registrar
Box 4028 | 20 Nelson Hall
Clinton, MS 39058
601-925-3210
Registrar@mc.edu
www.mc.edu/offices/registrar

Instructions:
Use this form if you have credit that is technical, vocational or courses from non-accredited schools that you would like reviewed for transfer as an MC course. Complete steps 1, 2, 3, and 4. Once complete, submit this form and course syllabus to the department chair of the content area to complete step 5. Departments can submit signed forms to the Registrar's office.

Technical, Vocational, or Non-Accredited Course Review Request

Step 1: Student Information

Student's Name: _____ MC ID #: _____

Major: _____ Minor: _____ Advisor: _____

YES NO Student Athlete

YES NO International Student

YES NO On your DegreeWorks Evaluation, does this school have coursework listed as "TVNA – Elective Credit"? If NO, please contact the Registrar's Office.

Step 2: College information of course to be reviewed

Name: _____ Phone: _____

Address: _____ City: _____ State: _____

Website: _____

Step 3: Course Information – Attach syllabus to this review request.

	Course Prefix	Course Number	Title	Credit Hours	Course applies to:	Grade Earned
Course to be reviewed				Hrs: _____ <input type="checkbox"/> Semester <input type="checkbox"/> Quarter	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Core	
Proposed MC Course Equivalent						N/A

Step 4: Signatures

Signature of Student _____ Date _____

Signature of Advisor _____ Date _____

Step 5: Determination of Review

Approved: Course to be numbered as _____

Approved: Course to be elective within the department XXX 2XX 3XX 4XX

Denied

Major Class Signature: Dept Chair/Date _____ Dean/Date _____

Minor Class Signature: Dept Chair/Date _____ Dean/Date _____

Core Class Signature (Dept of Content): Dept Chair/Date _____

Dean/Date _____

Step 6: Registrar Review

Processed: Signature _____ Date _____

Notes: